

**Contract Number:** In general, in response to FOIA requests for contract information, the Department can search by contract number, solicitation number or requisition number. In order to better serve our requesters, it is important that they provide us with specific contract and solicitation numbers. To assist with this, online research capability is available to you using FedBizOpps ([www.FBO.gov](http://www.FBO.gov)). Using that website, you can locate archived awards (in the case of solicitations the archive only retains postings for six years).

In addition, please be aware that locating a contract number in the database does not guarantee having immediate access to the contract and supporting documentation. Pursuant to Part 4.805 of the Federal Acquisition Regulation, which pertains to storage, handling and disposal of contract files, the Department is not federally mandated to retain original, signed documents for more than 6 years and 3 months after final payment. Therefore, those documents that are older may be housed in one of the Department's storage facilities.